

Pope St. John Paul II Catholic Academy



Faculty Handbook 2020-2021

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MISSION STATEMENT

Building on the past, creating the future, Pope St. John Paul II Catholic Academy prepares global citizens, grounded in faith and the teachings of the Catholic Church who follow the mission of Christ.

PHILOSOPHY

Respecting the human dignity of all persons, we educate children and families in the Catholic mission to know, love, and serve God and others.

VALUES

As a multicultural school, we teach the values of respect, collaboration, inclusiveness, and community.

VISION

We strive to create a strong sustainable Catholic school offering innovative education rooted in faith that enables children to become the best version of themselves.

Pope St. John Paul II Catholic Academy stresses the twenty-first-century skills of:

- Critical Thinking,
- Creative Thinking,
- Collaborating,
- Communicating,

by offering a curriculum focused on cultural studies and emphasizing the Stream subjects of science, technology, religion, engineering, the arts, and math.

DISCLAIMER

Pope St. John Paul II Catholic Academy is a Catholic School in the Rockford Diocese. As such this school follows all Diocesan policies and procedures.

GOALS

Goal: To challenge students to give witness to Gospel values within our daily lives and see themselves as responsible for the Church's mission of building a world based on concepts of justice and peace by:

- Integrating Christian teachings and values within the daily curriculum
- Providing opportunities for prayer, Mass, and other services

Goal: To challenge students to aim for excellence and to become increasingly responsible for their own learning by:

- Providing clear and concise expectations and procedures
- Teaching and modeling organizational skills

Goal: To encourage students to be self-disciplined and respectful of themselves, others, and all creation by:

- Providing an atmosphere which encourages tolerance of differences
- Recognizing students who live and model the Gospel values and positive character traits

INTRODUCTION

Teachers at Pope Saint John Paul II Catholic Academy share in the education ministry of the Church. They commit themselves to provide for their students an example of Catholic values and morals in an educational setting. As Catholic educators, they work to create a Christian educational community where academic excellence and Christian values permeate the learning environment and, hopefully, in the students' everyday living.

ACCIDENTS

All student accidents/injuries happening on parish/school property during educational activities shall be reported to the Office and Administration as soon as possible. An accident report must be completed by an adult witness when an injury occurs.

An effort should be made by the available personnel to contact the parent(s) or guardian of the student for information and instructions on how to proceed. If the parent(s) or guardian cannot be contacted and the illness or injury is believed to be serious enough to require medical attention, the person in charge should call 911.

ACTIVITIES

Unless the school specifically approves an activity, the school will not be held liable. Non-school sponsored activities that involve students and any teacher or teachers "volunteering" to chaperone should not be discussed or organized within the school. Potential liability may be attested to.

ADDITIONAL TEACHER PARTICIPATION

As members of the teaching staff in a Catholic School, occasionally additional teacher participation is requested. These events may include Open Houses, Meet and Greets, school spirit events, Home and School events, etc. While not all of these are mandatory, teacher presence at some of these events is highly encouraged and is reflected in teacher evaluations.

ARRIVAL AND DISMISSAL

Teachers are asked to be in school each morning by 7:30 a.m. and remain after school until at least 3:15 p.m. to prepare for classes and to be available for parents who wish to

see you. Pope St. John Paul II Catholic Academy is a closed campus. No one may leave the campus unless it is an emergency.

All teachers will be on duty at 7:50 a.m. each morning. When the bell rings at 7:55 a.m. teachers will take their students to their classroom. The tardy bell will sound at 8:05 a.m. School begins with the opening prayer, announcements, and reminders.

At 3:00 p.m. teachers may dismiss any students who are pre-arranged to stay in the Extended Care Program to go to that room. All teachers will accompany their classes outside when the bell rings at 3:00 p.m. and not before that time. Teachers supervise the dismissal of their students until 3:10 p.m. At this time, teachers walk any remaining students into the building and ensure they are signed in to the Extended Care Program or Study Groups. No child would remain unattended in the classroom.

ASTHMA

Any student who has asthma and needs a rescue inhaler/breathing treatment must have a doctor's prescription on file in the office and an Action Plan. Any student in grades 3-8 must carry their inhaler on their body (including lunch, recess, specials, field trips, etc.). These students may self-administer and self-carry their medication. Students in grades PreK-2nd should have their inhaler in a public place (not locked in a teacher's drawer). The student and the whole class should be able to see and know where this location is and it should be addressed in substitute emergency folders as well. It is the teacher's responsibility to make sure that the child has their inhaler for lunch, recess, specials, field trips, etc. in grades PreK-2nd. All asthma action plans and prescriptions are maintained in the school files. School personnel complete online asthma management training yearly.

If a child is having an asthma attack and needs assistance, please provide that child with his/her inhaler immediately. Do not make the child walk/run to receive his/her inhaler. If the child cannot breathe, call 9-1-1.

ATTENDANCE

Teachers use School Speak to take daily attendance by 8:15 am.

If the parent notifies you via text or email, please forward these to the office as well.

A student must be in attendance for at least ½ day in order to participate in after-school extracurricular activities. Students must be in their classroom by 8:05 a.m. or they will be marked tardy if they arrive after the 8:05 a.m. bell. They go to the office to sign in and receive a tardy slip. When children have permission to leave school early for any reason, the parent(s) must come in and sign the child out.

Regular full-time employees (teachers) are allowed 10 days of sick leave each year (that do not carry over from year to year) and two personal days to be used for personal

business (doctor appointments etc.). Teachers are not permitted to take a personal day or days on days immediately preceding or following a holiday or during the first or last week of the school year or on Inservice Day.

If teachers need to use a sick day, teachers are to notify their Assistant Principal (via text or phone call) as soon as possible. They will then contact the names on the substitute list first to try to arrange for their duties to be taken care of. If no one is available on the substitute list, they let the Assistant Principal know.

Sub Plans must be provided and the Emergency Substitute Teaching Folder must be easily located in every teacher's room. This contains updated emergency information (class list, allergy list, daily schedules, etc.) as well as emergency work for the students to perform in case of an emergency absence.

If teachers are using a personal day, the request must be made in writing using the provided Teacher Absence Form. Keep a copy for yourself and give a copy to your Assistant Principal. Personal days should be arranged as far in advance as possible.
*See INSERVICE

ATTIRE

Teachers are asked to be professional in their appearance, dress, and manner. Avoid revealing and ultra-casual clothing. Clingy, tight-fitting, or sheer clothing may not be worn. Flip flops are not acceptable. Men are to wear collared shirts with dress pants. Body piercings (including nose rings) are not allowed. Only physical education teachers are permitted to wear jogging suits, shorts, or athletic shoes. Shorts are not allowed. Women's skirts are an appropriate length. Tattoos should be covered at all times.

BOOKS

An inventory of all books is taken at the end of the school year. When books are needed, teachers notify the Head of School for additional copies. All textbooks must be assigned to a student by number and the teacher keeps a written record of this. All textbooks, except consumable workbooks, given to students must be returned at the end of the school year.

BULLETIN BOARDS

Bulletin boards are used as a teaching tool and to display the students' work, and are changed regularly. One bulletin board in each classroom should have a connection to religion. A Bible should be accessible in your classroom. Items related to religion such as a rosary, prayer card, or Mary statue are displayed. This should be a holy station. A crucifix is on the wall in every classroom. Hallway displays are updated regularly.

CATECHETICAL TRAINING

Teachers are expected to take courses that work toward Catechist certification. This process will be reviewed yearly with each staff member by the administration.

CELL PHONES

Grades PreK-4 are not allowed to have cell phones in school. Any cell phones found on students should be immediately turned in to the Assistant Principal.

Grades 5-8 turn in their cell phones but they must be turned in during their first-period class by 8:05 a.m. Personalized envelopes will be located in a bin in each 5-8 classroom. After the morning prayer and announcements, a student will collect these bins (one student from each classroom) and deliver it to the office. Cell phones will be collected by teachers as they dismiss from the building. Any cell phones not turned in to envelopes must immediately be confiscated and sent to the Assistant Principal's office.

Teachers do not use their cell phones during the school day when with students. In cases of emergency, teachers arrange for the supervision of students.

CHEATING

Cheating is a serious compromise of a student's integrity and will not be tolerated. Any students found cheating will receive a zero for the test or assignment and will serve a detention. The teacher shall notify the parent(s) of this violation and the subsequent zero for a grade. Additional actions may be taken if this becomes a regular occurrence.

CHILD ABUSE (DIOCESEAN)

Guidelines for Managing Reports of Alleged Child Abuse

What the Law requires:

A mandated reporter who has reasonable cause to believe that a child known to the mandated reporter in his or her professional capacity may be abused or neglected shall immediately make a report to the Illinois Department of Children and Family Services

Child abuse or neglect is an increasingly sensitive issue. Each case calls for different responses but the following guidelines should be shared with all school personnel of the Diocese of Rockford. The principal, or the pastor in the case of an allegation against the principal, is responsible to see that all reports of child abuse are investigated and acted upon.

Administrators are encouraged to consult with the Diocese's General Counsel in matters involving suspected child abuse or neglect.

Definitions

1. "Abused Child" means a child whose (i) parent, (ii) immediate family member, (iii) person responsible for the child's welfare, (iv) any individual residing in the same home as the child, or (v) a paramour of the child's parent:

a. inflicts, causes to be inflicted or allows to be inflicted, upon such child physical injury, by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;

b. creates a substantial risk of physical injury to such child by other than accidental means which would be likely to cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;

c. commits or allows to be committed any sex offense against such child, as such sex offenses are defined in the Criminal Code of 1961, as amended, and extending those definitions of sex offenses to include children under 18 years of age;

d. commits or allows to be committed an act or acts of torture upon such child; or

e. inflicts excessive corporal punishment. (Emphasis added for each subparagraph)

2. "Neglected Child" means any child whose parent or other person responsible for the child's welfare withholds or denies nourishment or medically indicated treatment including food or care denied solely on the basis of present or anticipated mental or physical impairment as determined by a physician acting alone or in consultation with other physicians or otherwise does not provide the proper or necessary support, education as required by law, or medical or other remedial care recognized under State law as necessary for the child's well-being, or other care necessary for his or her well-being, including adequate food, clothing and shelter; or who is abandoned by his or her parents or other person responsible for the child's welfare. A child shall not be considered neglected or abused for the sole reason that such child's parent or other person responsible for his or her welfare depends upon spiritual means through prayer alone for the treatment or cure of disease or remedial care.

Procedures:

1. GIVE AN INITIAL RESPONSE TO THE PERSON MAKING THE ALLEGATION.

Neither defend nor admit fault on the part of the alleged abuser or neglecter. Assure the person making the allegation that a full investigation will be made. Inquire about the welfare of the student in question.

2. CALL THE DEPARTMENT OF CHILD AND FAMILY SERVICES (DCFS) AND MAKE A VERBAL REPORT.

1-800-252-2873

1-800-25-ABUSE

3. MAKE A WRITTEN REPORT TO DCFS WITHIN 48 HOURS.

Complete form: "Written Confirmation of Suspected Child Abuse/Neglect Report: Mandated Reporters." This form is available online at the DCFS website.

4. The oral report must be confirmed in writing by the person reporting the abuse or neglect within 48 hours. Mail the written report to the appropriate Child Protective Service Unit.

5. Copies of the report to DCFS regarding suspected child abuse should not be placed in the student's permanent school record, but may be placed in the student's temporary school record.

6. Keep a copy of the written report for the school.

7. Department of Children and Family Services staff showing proper identification are permitted to interview a student who is the subject of a report of suspected child abuse or neglect.

8. The school administrator shall assign an appropriate employee of the school to attend the interview with the student.

9. The principal/administrator should use discretion in notifying parents of child(ren) regarding reports of suspected abuse or when a DCFS investigator is going to see the child pursuant to such a report. Administrators are encouraged to consult with the Diocese's General Counsel.

10. Keep the entire matter confidential. Do not discuss the matter with other staff members, Disclosure of information about a report of suspected child abuse or neglect to others is a violation of the law.

11. Individuals who in good faith make a report of suspected child abuse or neglect are immune from liability.

12. A person who makes a report of suspected child abuse or neglect may be called to testify at a hearing.

13. The refusal or failure of a mandated reporter to make a report when he or she has reason to believe that a child may have been abused/neglected can result in loss of professional license, and criminal prosecution.

It is not enough to only report suspicions to the principal. All teachers and staff members are mandated reporters and responsible for reporting suspicions to DCFS themselves. While the principal should be notified of the report, their permission is not necessary.

The DCFS abuse hotline phone number is 1-800-25-ABUSE. The Diocese's hotline number is 815-293-7540.

The above policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

CLASSROOMS

Classrooms are to be neat and organized.

- Papers, books, etc. on the floor are to be picked up immediately.
- No tape or glue is put on the whiteboards.
- Masking tape is used on the walls.
- No tape is put on windows or classroom doors.
- Duct tape or gorilla tape is not used anywhere in the school.

Each teacher is responsible for dusting his/her own desk, countertops, windowsills, furniture, and sinks. Before leaving each day, windows must be closed and locked. Blinds should be lowered to the half-way point each day when you leave.

Weekly, the inside of children's desks should be cleaned out and tops of their desks washed off. It is critical that desks be disinfected each week. Supplies are located in the cabinet under the sink. Teachers fill out a maintenance request form for needed supplies.

Sinks are not used for drinking. They are not to be used for any other liquids/solids besides water.

Children's work is kept current on bulletin boards with student names visible.

Classroom doors must be in the lock position at all times.

CLASSROOM CELEBRATIONS

Any classroom celebration must be pre-approved by the Administration. Treats must be individually wrapped and purchased; no homemade treats allowed. Any other food must be pre-approved with the Assistant Principals to avoid conflicts with our Hot Lunch Program. No student exchanges of gifts are allowed. Birthday treats must be individually wrapped and purchased; no homemade treats allowed. No nut products allowed. Trinkets (pencils, erasers, etc.) are preferred.

Classroom incentives will be non-food related.

COMMUNICATION WITH PARENTS

Teachers are required to communicate regularly with parents. Respond to all correspondence from parents within 24 hours.

Teachers record all communication with parents, such as phone calls, written notes, emails, etc. as documentation of action taken.

All email contact with parents will be done via School Speak. All phone contact with parents will be done via the school phone. For your own protection, personal cell phone communication between parents and teachers should be avoided.

Teachers avoid communicating with parents on Social Media. Professional boundaries will be maintained.

Act promptly to involve parents when there is a learning or behavior problem. Please keep the Assistant Principal advised anytime the problem is serious or if you have reasons to anticipate repercussions.

*Any email sent from School Speak is visible to administration.

CONCUSSIONS (DIOCESEAN)

Concussion Oversight Committee: Two Assistant Principals, Athletic Director, Financial Manager.

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or take hours or days to fully appear. If your student reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following: headaches, “pressure in head”, nausea or vomiting, neck pain, balance problems or dizziness, blurred, double or fuzzy vision, sensitivity to light or noise, feeling sluggish or slowed down, feeling foggy or groggy, drowsiness, change in sleep patterns, amnesia, “don’t feel right”, fatigue or low energy, sadness, nervousness or anxiety, irritability, more emotional, confusion, concentration or memory problems, repeating the same question/comment, etc.

For current and up-to-date information on concussions, you can go to <http://www.cdc.gov/concussion/HeadsUp/youth.html>.

Any head injury must be immediately reported to the office. An incident/injury report must be filled out and a phone call must be placed home even if there are no signs/symptoms of a concussion at the time.

The above policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

COPIES

Copies should be limited to only things necessary for instruction. Teachers will make copies 2-sided when possible. Please be respectful of the copy area and recycle unnecessary papers.

All copies must be made before school, after school, and during planning periods. No students should be sent to make copies.

CONFIDENTIALITY AND PROFESSIONALISM

All staff members will be held to the highest standards of professionalism and confidentiality. Private matters should be discussed in a private manner. Gossip is to be avoided and squelched if overheard. Please redirect conversations in the teacher's lounge if they are headed in that direction.

Our chosen profession as educators requires and demands respect and responsibility to those we serve. Our choice as Catholic educators also demands discretion and charity when discussing our school community. It is appropriate to redirect or end a conversation when the focus shifts to a third party by name.

CURRICULUM AND INSTRUCTION

Teachers are expected to follow Diocesan and school curriculum guidelines when planning and instructing. The use of cross-curricular teaching, cooperative learning, peer tutoring, and other educational modalities is strongly encouraged.

Lesson plans are to be entered online via School Speak. They will be reviewed weekly by the administration. Lesson plans follow the Lesson Plan Format provided by your Assistant Principal. They are due at 8 a.m. every Monday morning. Feedback will be provided as needed.

CONDUCT

Conduct, whether inside or outside of school, that is detrimental to the reputation of a Catholic school, can be cause for dismissal of a staff member.

DAILY SCHEDULE

Each teacher is required to print or post their daily teaching and a classroom schedule. The schedule must reflect the Diocesan required minutes for each subject. A copy of these schedules (M-F) must be given to the Assistant Principal and the Head of School. Please provide updated copies if the schedule changes. An example of a schedule is provided in the teacher binder.

DISCIPLINE

Discipline and control must be present in a classroom if effective learning is to take place. Good discipline is based on freedom and responsibility. Students must be free to choose one form of behavior over another; they are then responsible for the consequences of their behavior.

If the goal for each student is self-discipline, (then you will avoid an autocratic approach to classroom discipline). Discipline, to be effective, should be neither punitive nor permissive. The goal for each student is self-discipline; it should be neither punitive nor permissive.

In order to get a student back on task you can use eye contact, physical proximity (“moving in”), stopping and waiting, and as a last resort, speaking quietly and directly to the student at his/her desk. Talk to the student privately if the above methods are unsuccessful. Do not use demeaning or sarcastic comments. Physical punishment is never to be used.

Please be aware of cultural norms when it comes to eye contact. Some cultures view no eye contact as a sign of disrespect/being rude. It does not mean the child is not paying attention. In other cultures, eye contact is a sign of respect. Please be aware of and sensitive to this difference.

Make it a point to catch the child “being good”.

Reinforce acceptable behavior and be generous with deserved, sincere praise. Parents and students alike appreciate “happy notes.”

The teacher who experiences serious difficulty with a student or with the group as a whole should consult with the Assistant Principal rather than waiting until the situation is out of hand.

DETENTIONS

A student may receive a detention for disrespect and/or disregard of school, class, or lunch/recess rules. Teachers will follow the detention monitoring rotating schedule for supervising these detentions. All teachers (Grades 4-8) must participate.

Detentions are held on Tuesdays after school for 1 hour. A notice will be sent home with the student. Teachers use the designated detention form, and a copy of the detention slip is sent to the office. Students serve the detention on the assigned date. The only excuse for not serving detention is a family emergency approved by the Assistant Principal.

DIOCESAN MANDATED FORMS

Every employee of a school and/or every volunteer in the Diocese of Rockford will need to complete the Required Safe Environment Forms. These documents assist the Diocese in ensuring the safety of its employees, volunteers, and those with whom they minister. All documents are available online at www.rockforddiocese.org/documents under the Safe Environment Program. Applies to those 16 years of age or older unless noted otherwise.

1. Screening

a. Criminal Background Checks (18 years of age or older)

- State of Illinois Name-Based Conviction Information
- State of Illinois Fingerprint Criminal Background Check
- In addition, the name of every adult applicant for employment and every adult prospective volunteer must be checked by the parish/school/diocesan entity on the Online Offender Data Base Checks:
 - State of Illinois Sex Offender Registry and the National Sex Offender Registry.

2. Education and Training

a. Protecting God's Children Training (16 years of age or older)

b. Acknowledgement of Mandated Reporter Status (18 years of age or older)

- Mandated Reporter Required Training (18 years of age or older)

c. Anti-Sexual Harassment Training (18 years of age or older)

d. Receipt Acknowledgement Forms (16 years of age and older)

- Code of Pastoral Conduct
- Code for the Pastoral use of Technology and Social Media
- Guidelines for Youth and Those Working with Youth
- Sexual Misconduct Norms

The above policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

DRUGS AND ALCOHOL (DIOCESEAN)

Students are prohibited from using or being under the influence of alcohol or drugs while at school or at any school-related function. Included within the prohibitions set forth in this policy are the following:

- Use, possession, manufacture, distribution, dispensation, or sale of drugs, drug paraphernalia, or alcohol on school premises or with respect to school-related activities.
- Storing in a locker, desk, automobile, or another repository on school premises or in connection with any school-related activity any drugs, drug paraphernalia, or alcohol
- Being under the influence of drugs or alcohol on school premises or in connection with any school-related activities.

The school reserves the right to require a student to undergo testing for the use of alcohol and/or drugs when a reasonable suspicion of such use exists. A “reasonable suspicion” of drugs and/or alcohol use may be based on the observation of the student’s behavior, information received regarding alleged alcohol or drug use and/or other indication giving rise to a suspicion of a violation of this policy. A student’s failure to cooperate in testing required by this policy or other violations of this policy may result in disciplinary action up to and including expulsion from the school.

Students bringing these materials to school will be subject to suspension or expulsion. Students attempting to distribute or sell drugs or alcohol at school will be expelled.

The above policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

E-LEARNING DAYS

The safety of our students and staff is a primary factor when making decisions about closing the school during inclement weather. If it is decided to close the school for a traditional day of learning, teachers, parents, and students will be notified via School Speak email. Phone calls will be initiated via School Messenger and it will be posted on our social media pages. If we choose to close the school for the safety of our students and staff, traditionally, we would be required to make up these days at the end of the school year.

Instead of closing the school, we will be implementing E-Learning Days, which would allow students to continue learning without having to travel to campus and will ultimately not affect the school calendar.

You will also be notified via School Speak if it is an E-Learning Day. During an E-Learning Day, you will need to be available to your students electronically during normal school hours 8 a.m.-3 p.m.

Students will need to be contacted, via School Speak or Google Classroom, to see E-Learning Day's instructions. They can be provided with Moby Max assignments, Learning.com assignments, Google Classroom assignments, or worksheets/directions that can be uploaded as an attachment on School Speak and sent to your class that way as well. Teachers will need to be available to answer questions from parents and students on this day.

Teachers will be required to teach live, online, via Zoom, Go To Meeting, or Google Meet/Hang Out. The meeting must be more than a discussion with students. Lessons must continue to be taught, new information introduced, and learning must continue. A Google Classroom must be set up for each of your classes the first week of school. Please add administration as a "teacher" in your Google Classroom and instruct your students for how to get on.

If circumstances occur which prevent the student from logging in on the announced E-Learning Day (i.e.: power outage), a parent will need to call the Pope St. John Paul II Catholic Academy office and report their student being absent for the day.

If there is a situation where a student does not have access to the internet at home – this will need to be communicated with the teacher in the first few days of school. Special arrangements will need to be made for this student to complete his/her work.

EARLY DISMISSAL

Parents' requests for student departure at other than dismissal time should always be approved and initialed in the office. Parents/guardians must go to the office to sign out a child who is leaving early. Teachers support this policy for early dismissals. The student should meet the parent/guardian in the office.

EMPOWERING GOD'S CHILDREN

The Diocesan chastity program is now called Empowering God's Children. The Empowering God's Children lessons will be taught in the fall. Further direction will come from the Assistant Principal.

EQUAL OPPORTUNITY EMPLOYMENT (NON-DISCRIMINATION) (DIOCESEAN)

Pope St. John Paul II Catholic Academy assures equal employment opportunity in all of its employment policies and practices. These policies and practices are administered without regard to race, color, national origin, age, gender, political affiliation, veteran

status, ancestry, or mental or physical disabilities not affecting one's ability to perform the essential functions of one's job with or without reasonable accommodation.

While the institutions of the Diocese of Rockford and Pope St. John Paul II Catholic Academy may mandate or prefer the placement of practicing Catholics in positions that are involved in imparting the teachings of the Roman Catholic Church, they shall not otherwise discriminate against individuals on the basis of religion where such is prohibited by applicable state and/or federal law.

Institutions affiliated with the Catholic Diocese of Rockford and Pope St. John Paul II Catholic Academy shall not discriminate on the basis of an individual's marital status to the extent that such marital status does not conflict with the teachings of the Roman Catholic Church, as determined by the Ordinary of the Diocese or his designee.

All educational entities will comply with the employment policies specified in the Diocesan Employee Handbook. However, certain provisions of the Handbook are not applicable to educational personnel who have written employment contracts.

The Diocesan Employee Handbook, in its entirety and as it may be amended from time to time, governs the employment of all non-faculty members.

If an individual believes that he or she is a victim of unlawful discrimination by Pope St. John Paul II Catholic Academy, the individual should report this to the Assistant Principal, Head of School, or the Superintendent of the School. If the complaint of discrimination is against the Assistant Principal, Head of School, or Superintendent, the individual may instead report the matter to the Superintendent of Catholic Schools of the Diocese of Rockford. All complaints of unlawful discrimination will be investigated and treated seriously. The report will be investigated, and the investigation may include a review of the documentation as well as interviewing the alleged victim, potential witnesses, and the alleged accused. Upon completion of the investigation, a determination as to the merits of the allegation of discrimination will be made. The individuals involved will be informed of the results of the investigation.

The above policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

EUCCHARISTIC CELEBRATION

All-school Masses are celebrated each week. Mass and liturgy instruction is a part of the religion program. Each class will have the opportunity to prepare some liturgies during the year. Students will practice at church so that students proclaim the Word clearly and slowly, and are secure in their part to lead all to reverence and prayerfulness. If a teacher is a Eucharistic Minister in his/her parish, participation in this role would be appreciated.

EXPECTATIONS FOR STUDENT WORK

Children will produce quality work only when it is required of them. Careless or sloppy work does not contribute to building positive attitudes or positive self-esteem. Students will use the appropriate paper with the correct heading for assignments. All students must use their assignment notebooks.

EXPULSION

The expulsion of a student from a Catholic school is so serious that it should be invoked rarely and then only as a last resort. The general situations that demand the removal of a student from the school can be reduced to two:

1. Delinquency and immorality which warrants commitment to a correctional institution or which constitute a definite menace to other pupils.
2. Chronic and incorrigible misbehavior, which undermines classroom discipline and impedes the academic progress of the entire class.

FACULTY ROOM

Every faculty member is responsible for helping to keep this room in good order. This means, among other things, washing dishes and wiping off tables. The refrigerator and the microwave in the faculty room are for your use. Teachers do not drink coffee or pop, etc. in the classroom during school hours when the students are present. Teachers may have water bottles at all times. Please ensure that all conversation in the faculty room is respectful. This is a public space. Teachers do not send students into the faculty room to collect mail, copies, or for any other reason.

FACULTY MEETINGS/DEPARTMENT MEETINGS

Normally, faculty meetings will be held on Thursdays after school. Teachers reserve this time for the entire school year. Faculty members are expected to be at all faculty meetings; teachers of specials are highly encouraged to attend whenever possible. If a teacher wishes to have something on the agenda, she/he should submit it to the Assistant Principal in advance of the meeting.

FIELD TRIPS

There must be an educational value for all planned field trips; the maximum number of field trips per class is two (one each semester). No field trips are allowed in August, September, or May. Field trips should be viewed as a privilege, not a right. Students who have consecutive discipline problems may forfeit the privilege. One should balance the educational value of such a trip with the distance to be traveled and the potential liability to the teacher, administrator, and the school should a negligent act occur. The hot lunch coordinator is to be notified in writing of all field trips.

Remember two points when considering a field trip: (1) the greater the potential danger of circumstances, the greater the need to supervise (i.e., chaperones), and (2) the younger the students, mentally or chronologically, the greater supervision is necessary. The school and its personnel have a duty to protect students from a reasonable, foreseeable risk of harm on any school trips.

All field trips are to be scheduled and planned by the teachers after approval from the Assistant Principal and Head of School. The teachers are to fill out and duplicate the permission forms. They must arrange their own buses. All money will be sent to the office. No money may be kept in classrooms at any time. It is necessary to have a tally sheet stating the amount being turned in indicating the child's name and the amount.

Permission, in writing, must be secured from the parent(s) or guardian and will include the date, purpose, destination, expected student behavior, and time of return; there is a form available online and in the teacher's lounge. No verbal permission can be given over the phone under any circumstance. Teachers are responsible to verify that the permission has a legitimate parent signature. Permission forms are to be taken along on the field trip and then kept until after school closes in case any emergency or legal issue arises.

No Field Trips may be conducted with transportation in any other way other than a school-sanctioned bus. Parents and teachers may not transport students. Students may not be dropped off at field trips and picked up from field trips (exception is the last day of school picnic).

Teacher conduct on Field Trips is to be the same as during a regular school day. Teachers are to stay with their class at all times. Parent volunteers can be in charge of a "group" of students to increase safety but that parent group must remain with the whole class and the teacher as the leader at all times. Teachers should be present while their students are taking bathroom breaks, eating lunch, and attending all aspects of the field trip. No one (teachers, students or volunteers) should be buying anything on the Field Trip (food, souvenirs, etc.) Student cell phones are not allowed on Field Trips and must remain on campus.

All parent volunteers and chaperones must be 21 years or older and pre-approved by the office by completing all the volunteer paperwork including *Protecting God's Children*. Siblings are not allowed on field trips. Parent volunteers should not be taking and sharing pictures on social media. Parent volunteers should abide by all the Field Trip Chaperone Guidelines which will be distributed to the chaperones by the Assistant Principal prior to the Field Trip. All chaperones must ride the buses with students and cannot be asked to drive separately.

Please be aware that there is a credit for Field Trips for students who receive Empower Illinois. Please see your Assistant Principal for more details when planning a trip.

FIRE DRILLS

The teachers are required to plan practice drills in the first few days of school. Children must exit quietly and quickly from the classroom. Teachers are required to follow procedures in the “Policy and Procedures” outlined for emergencies. After arriving at the assigned place outside, the teacher should immediately check her class list to see that no child is missing. This involves calling each child’s name and hearing a verbal “here” from that child. Simply counting students is not acceptable. Whenever the alarm sounds, the children should move immediately. “All clear” signals/announcements will be given during all school drills and/or real events to signify that it is safe to return to the classroom. Exit signs for fire drills are posted on the wall closest to the door. Teachers should also prepare an alternate plan should the normal route be blocked.

GANG AND GANG-RELATED ACTIVITIES (DIOCESEAN)

This school is a gang-free environment. Gangs, as defined in this Policy, include individuals who associate with each other primarily for criminal or disruptive purpose and/or activities prohibited by law and/or prohibited by the School’s rules and regulations. Gangs, gang-related activities and secret societies are not acceptable in a school setting or away from school, as their presence interferes materially and substantially with the educational process and the maintenance of appropriate discipline, and also may foster anti-social behaviors, attitudes and practices, all of which may endanger the health, safety and welfare of all students, staff and the school community.

Students are prohibited from participating in any activity related to a gang or secret society. Activities prohibited by this policy include, but are not limited to, the following:

1. Membership in a gang or secret society or soliciting and/or recruiting others for membership;
2. Participating in and/or inciting physical violence;
3. Extorting or soliciting money and/or services; or requesting any person to pay for protection or the payment of dues;
4. Coercing, harassing and/or otherwise intimidating, threatening or causing harm to any person or thing;
5. Wearing, possessing, using, displaying in any manner, distributing or selling any clothing, jewelry, emblem, badge, symbol, sign or other item commonly associated with membership in or affiliation with a gang or secret society;

6. Using any verbal or non-verbal communications (gestures, handshakes, etc.) suggesting or showing membership in or affiliation with a gang or secret society;
7. Engaging or failing to engage in any activity where such is intended to promote or further the interest of any gang or any gang activity or secret society including, but not limited to, distributing literature, drawing or displaying gang-related symbols on any surface or teaching others to “represent” or act like a member of a gang or secret society;
8. Any other activity which violates any law or policy of the School or the Catholic Diocese of Rockford when such act or activity is taken to further the interests of a gang or secret society.

Any gang or gang-related activity in which a student engages outside the School and/or separate from School-related activities is also prohibited by this policy. Violations of this Policy may result in discipline up to and including dismissal from the School, at the discretion of the School.

The above policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

GIFTS

Teacher recognition of students is academic only.

GOVERNANCE STRUCTURE

The day-to-day direction and operation of the school shall be entrusted to a Head of School and Assistant Principals. Both the Head of School and Assistant Principals will be the administrative officers of the school.

The Head of School is responsible for the administrative operation of the school while the Assistant Principals are responsible for the educational direction of the school. The Head of School has the ultimate authority to make decisions regarding the educational program, discipline, and all other normal administrative decisions.

The Head of School reports to the Executive Pastor and is evaluated by the Executive Pastor. The Assistant Principals report to the Head of School and are evaluated by the Head of School.

ADVISORY COUNCIL

The purpose of the Advisory Council is to advise the Executive Pastor on school-related matters (i.e. finances, facilities, marketing, enrollment). It is to be consultative in nature. The Executive Pastor may attend any meeting of the Advisory Council but is not a member. The Vice-Executive Pastor shall chair the Advisory Council.

GRADING SYSTEM

Pope St. John Paul II Catholic Academy will follow the Diocese grading system for grades 4-8 as follows:

A = 95—100	C = 79—82
A- = 93—94	C- = 77—78
B+ = 91—92	D+= 75—76
B = 87—90	D = 72—74
B- = 85—86	D- = 70—71
C+ = 83—84	F = 69 and below

The scale is stated on the report cards. Be sure you adhere to Diocesan requirements on all grades. There are legalities connected to this adherence.

Teachers are responsible for sending student work and tests home weekly. They are also responsible for updating School Speak with grades regularly. Parents are expected to review student work/tests when they are sent home. It is the responsibility of the student to see that the tests/work are reviewed and returned. Parent's signatures indicate that they have seen the student's work. Teachers should indicate areas of concern and/or make positive comments on student's papers. Tests should always be corrected by the teacher.

- Grades should reflect each of the following:
- Tests
- Daily work done in class
- Quizzes
- Long-term projects
- Class participation
- Homework

***Tests and work/quizzes the students do in school should be weighted more than homework.

If a failing grade for a student is imminent - the parent(s) should be notified before that grade is posted on a report card.

A grade of "F" is given when there is absolute refusal to complete assignments, to participate in classwork activities, and a total lack of effort. An "F" may not be given in religion at any time. If you anticipate a child receiving an "F" please notify your Assistant Principal and the parent first.

If the majority of the class fails a homework assignment or quiz/test, document the reasoning. Was there cheating taking place? Was the test too hard? No assignment should be entered into School Speak with the majority of the class receiving an "F".

GUEST SPEAKERS

Guest speakers for any class must be cleared with the Assistant Principal. Please have a student meet your guest in the office to escort him/her to the classroom and to help carry things if needed. Guests must sign in at the office, wear a Visitor Badge and sign out when they are leaving.

GUM

Chewing gum is not permitted in the school, the gym, or on the school grounds at any time, day or night. Teachers are expected to strictly enforce this policy. They may discuss the reason why this is important citing the maintenance issues gum causes. Teachers should impress upon the students that this is their school and they should take pride in its appearance. Teachers (and chaperones) do not chew gum on field trips.

HARASSMENT (DIOCESEAN)

The Diocese of Rockford has implemented a Policy Prohibiting Harassment which is found in the Diocese's Employee Handbook. This policy applies to the school setting and religious education program setting as well.

Unlawful harassment, whether of or by students or of or by staff members, presents potential liability for the schools and individual teachers. Most often the harassment that is alleged involves claims of "sexual harassment." The following is a summary of the legal principles applicable to these issues:

A. Harassment of Students:

Most often claims of harassment against students involve allegations of sexual misconduct against other students - and a school's liability for that conduct related to sexual matters.

Sexual harassment claims involving students typically involve allegations of a sexually "hostile environment" created by sex-related comments, slurs, double entendres, touching, etc. In order to minimize the risks arising from such claims, educational personnel who witness harassing conduct directed against students by others are required to take appropriate corrective action in response to those situations.

Appropriate corrective action includes investigation, disciplinary measures where appropriate, and documentation of the facts and results of the school's response. Faculty and staff are required to report suspected harassment to the Principal or DRE,

as applicable. The principal/DRE is encouraged to consult with the Diocese's General Counsel on all issues involving harassment of students or staff or others.

In investigating a harassment claim, the "process" that is followed may be of assistance in appropriately responding to, and minimizing the legal ramifications of, the claimed harassment. Consideration to some or all of the following steps must be given:

1. Notify the appropriate Diocesan authorities: in the school setting, notify the Diocesan Superintendent of Catholic Schools and the Diocese's General Counsel; in the religious education setting, notify the Director of Faith Formation and the Diocese's General Counsel.
2. Interviewing the complainant. The interview should involve at least two representatives of the school -- one to question and the other to take notes. (a) Interviews of Necessary Witnesses. As with interviews of the complainant, two representatives of the school should be involved in these measures. Caution should also be taken in selecting the interviewers so that their involvement does not impede a successful investigation and to assure that the interviewers understand their role and what may constitute prohibited conduct. 2405 26
3. Interview the Alleged Harasser. In so doing follow all of the steps outlined in #1 and #2 above.
4. Determine whether a "mandated reporter" obligation exists which requires that a report be made to the Department of Children and Family Services.
5. Notification of parents as to the nature of the allegations and the investigative and decision-making process to be followed by the school.
6. Evaluating the evidence (i.e. is there sufficient evidence to conclude that the complaint of harassment has occurred?) Principals/DREs are urged to consult with the Diocese's General Counsel.
7. Determine and communicate the appropriate disciplinary action.
8. Document the steps that have been followed, the corrective measures that have been taken.

B. Harassment Among Staff Members:

Under State and Federal law, unlawful harassment in the employment setting falls into two (2) categories:

- “Quid pro quo” harassment - which is an exchange of job benefits, promotions, wage increases, etc. for sexual favors; and
- “Hostile working environment” harassment - which is sex-related conduct that has the purposes or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.”

Conduct that may be considered to create a “hostile working environment” includes:

- Sexual innuendo
- Suggestive comments
- Insults, threats, jokes about gender-specific traits
- Sexual propositions
- Suggestive or insulting noises, leering, whistling or obscene gestures
- Touching, pinching, brushing the body, etc.

While most harassment claims involve “sexual” harassment, the same principles apply to harassment resulting from the student’s or staff member’s race, religion, disability, national origin, etc. Therefore, harassment of these varieties should be dealt with as you would deal with sexual harassment.

The above policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

HEALTH EDUCATION ACT (DIOCESEAN)

According to the Critical Health Problems and Comprehensive Health Education Act, Sect. 3- every school in Illinois must have a comprehensive health education program. The program under this act shall include, but not be limited to, the following major educational areas as a basis for curricula in all elementary and secondary schools in this State: human ecology and health, human growth and development, the emotional, psychological, physiological, hygienic and social responsibilities of family life, including sexual abstinence until marriage, prevention and control of disease, including instruction in grades 6-8 on the prevention, age-appropriate sexual abuse and assault awareness, and prevention education in grades PreK-8, public and environmental health, consumer health, safety education, and disaster survival, mental health and illness, personal health habits, alcohol, drug use, and abuse including the medical and legal ramifications of alcohol, drug, and tobacco use, abuse during pregnancy, evidence-based and medically accurate information regarding sexual abstinence, tobacco, nutrition, and dental health.

The program shall also provide course material and instruction to advise pupils of the Abandoned Newborn Information Act. The program shall include information about cancer, including without limitation types of cancer, signs and symptoms, risk factors, the importance of early prevention and detection, and information on where to go for help.

The above policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

HOMEWORK

The purpose of homework is to strengthen the concepts taught during the class session. It also gives the parents an idea of what and how the child is learning. Some homework should be given each evening Monday through Friday regardless of age or grade. Homework need not always be a written assignment. Study, review, and reading selections are a necessary part of home study. Homework should normally not exceed the following:

- Grades K-1: 20-30 minutes
- Grades 2-3: 30-40 minutes
- Grades 4-5: 30-45 minutes
- Grades 6-8: 45-60 minutes

Departmental teachers need to remember that students have homework from other teachers.

HONOR ROLL

Students in grades 6-8 are eligible for Honor Roll. The guidelines are as follows:

- High Honors: 3.70-4.0 grade point average
- Honors 3.0-3.69 grade point average

Any student with a “D” or an “F” is automatically disqualified from the honor roll.

INCIDENT REPORT

When something occurs between students that needs to be documented (a physical fight, a verbal fight, etc.) an incident report should be filled out. An incident report is necessary when there is a situation that will need to be communicated to parents and other staff members and it needs to be documented. Incident reports will also be used to document incidents between staff members and between staff members and students.

INSERVICE

From time to time administration shall schedule workshops for professional and spiritual growth of the teachers. All faculty members must attend unless permission to miss is obtained from administration prior to the workshop; this includes all part-time teachers. Sick days and personal days should not be used on Inservice Days unless it is an emergency.

INSPECTION (DIOCESEAN)

Individuals entering upon the premises of the school - whether students, employees or guests - are expected to conduct themselves in keeping with established norms for personal conduct. In order to provide students and employees with a safe and healthy environment, the school reserves the right, in its discretion, to conduct inspections of school property and the property of students and visitors existing on the school's premises.

Included within this Policy is the right to inspect the following:

1. Lockers;
2. Knapsacks, briefcases, bags, gym bags or similar such devices brought onto or existing on school premises;
3. Vehicles on school premises;
4. Clothing (with appropriate safeguards for the individual's personal privacy);
5. Desks;
6. Other property (whether school, student or visitor) existing on school premises.

A student's failure to cooperate with such an inspection may lead to appropriate disciplinary action up to and including expulsion.

An administrator must always be present during an inspection.

The above policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

ITBS

The Iowa Assessment of Skills Tests are administered to all students in grades 3-8 during the school year. This testing program, used throughout the Diocese, covers reading, math, language arts, social studies, science, and vocabulary. The test scores are used to measure a student's progress and to evaluate and refine the educational programs. A permanent record of the scores is placed in each student's temporary record file.

JURY DUTY

A teacher who is called to jury duty will suffer no loss of salary. Please notify your Assistant Principal as soon as you are aware you must attend. Please see the Diocesan Handbook for specific requirements for Jury Duty.

LIBRARY

Each class has a scheduled library period each week. A book can be checked out for one week and renewed for one week. Fines are issued for lost, damaged or misplaced books.

LEARNING DISABILITY SCREENING

Testing for learning disabilities is provided through District 131. A teacher who suspects a child may have a learning disability should first consult the Assistant Principal and then follow the guidelines for documentation through the Diocese and District 131. Most cases require 60+ days of intervention documentation.

LESSON PLANS (SCHOOL SPEAK)

The best guarantee for successful teaching is a well-prepared teacher. Lesson plans give direction and organization for the class. Every teacher's daily plans must include: 1) O (objective), 2) P (procedures) 3) A (assessment). *OPA Please include all necessary page numbers. Teachers must use School Speak for lesson plans. Teachers follow the Lesson Plan format. Lesson plans are due on Mondays at 8a.m. The administration will review lesson plans regularly. Feedback WILL be given as needed.

LOCKDOWN DRILLS

The teachers are required to plan practice lockdown drills in the first few days of school. Schoolwide lockdown drills must be completed in the first 90 days of school. Teachers will receive training on lockdown drill procedures and should follow all guidelines and procedures put in place by administration.

LUNCH HOUR

All teachers will perform lunch duty and recess duty on a rotating basis. If there is an absence or unforeseen circumstance, teachers may be asked to step in and perform duty on their off day. Be prepared every day.

Teacher's responsibilities regarding the lunch program include:

- Say grace before meals with the students IN THE CLASSROOM
- Follow up on disciplinary problems arising during the lunch period
- Determine the use of bathroom facilities before lunch

- Assist with lunchroom duty when assigned or needed
- Be prompt to bring your class back to your classroom
- Teachers require respect and order in the hall when returning to the classroom for afternoon classes.

No peanuts, tree nuts, or foods containing peanuts and/or tree nuts are to be in the school at all because of life-threatening allergies.

MAILBOXES

Mailboxes for the teachers are located in the copy room. Teachers are asked to check them in the morning, at noon, and before they leave for the day. No money should ever be placed in mailboxes. No student should ever have access to teacher mailboxes.

MAINTENANCE

The children are to pick up papers, pencils, pens, etc. off the floor and straighten the desks each afternoon before dismissal. Please make all requests for repairs, supplies, etc. for your classroom in writing on a maintenance form and put this request in the Head of School's mailbox; our custodian will only handle what has been initialed the Head of School. Also, if you are aware of something not working properly, please fill out a maintenance form and submit to the office. All maintenance requests must be approved by the Head of School.

MEDICAL MARIJUANA (DIOCESEAN)

ADMINISTRATION OF MEDICAL CANNABIS

In conformance with the updated Public Act 101-0370, entitled Ashley's Law, the Diocese of Rockford implements this policy on the administration of medical cannabis which is effective January 1, 2020.

Under circumstances set forth in this policy, the administration of medical cannabis to a student is permitted while on school premises, while at a school-sponsored activity, or before or after normal school activities, including while the student is in before-school or after-school care on school-operated property or while the student is being transported on a school bus.

POLICY:

The only medical cannabis that is permitted to be administered on the premises of the school or on a school bus are cannabis-infused products limited to foods, oils, ointments or other products containing usable cannabis that is not smoked.

A school or the Diocese may prohibit the administration of medical cannabis if the school or the Diocese determines that doing so would create a disruption to the school environment or would cause exposure of the product to other students.

A school or the Diocese may prohibit the administration of medical cannabis if the school or the Diocese would lose federal funding as the result of the implementation of this Policy.

Administration by a Parent/Guardian/Designated Caregiver

- A Catholic School in this Diocese shall authorize a parent or guardian or any other individual who has been registered with the Department of Public Health as a designated caregiver of a student who has been registered as a qualifying patient to administer to that student a medical cannabis-infused product, on school premises, while at a school-sponsored activity, or before or after normal school activities, including while the student is in before-school or after-school care on the school-operated property or while the student is being transported on a school bus.
- After the parent/guardian/other individual administers the medical cannabis-infused product to the student, the parent/guardian/other individual shall promptly remove the product from the school premises or the school bus, as the case may be.

Self-Administration

• A Catholic School in this Diocese may authorize the self-administration of the medical cannabis-infused products by a student who is a registered qualifying patient if the self-administration takes place under the direct supervision of a school nurse or school administrator.

- Any personnel that will be supervising the self-administration of medical cannabis are subject to yearly training on the administration of medical cannabis and the records of such training are to be maintained at the school.
- Medical cannabis-infused products that are to be self-administered must be stored with the school nurse at all times in a manner consistent with the storage of other student medication at the school and may be accessible only by the school nurse or a school administrator.

A school nurse or school administrator is not subject to arrest, prosecution, or denial of any right or privilege, including, but not limited to, a civil penalty, for acting in accordance with Section 22-33 of the School Code relating to

administering or assisting a student in self-administering a medical cannabis-infused product.

No employee or volunteer of the school shall be required to administer a medical cannabis-infused product to a student.

PROCEDURES:

1. Before allowing the administration of a medical cannabis infused product by a parent, designated caregiver, school nurse or school administrator or a student's self-administration of a medical cannabis-infused product, the student's parent or legal guardian must provide written authorization for its use, along with a copy of the registry identification card of the student (as a registered qualifying patient). The written authorization must specify the times where or the special circumstances under which the medical cannabis-infused product must be administered.
2. The written authorization and a copy of the registry identification cards must be kept on file in the office of the school nurse or where other medical files are kept.
3. The authorization for a student to self-administer medical cannabis-infused products is effective for the school year in which it is granted and must be renewed each subsequent school year.
4. The parent, guardian, or other individual who is the one who will administer the medical cannabis to the student shall be a registered caregiver. The registered caregiver shall present to the school a copy of his or her caregiver registration card. The school shall make a copy of the card and keep it on file.

The above policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

MEDICATION (DIOCESEAN)

Students who are required to take prescription or over-the-counter medications ("medications") while attending school may do so provided that they abide by the provisions of this policy. Medication may be taken by a student so long as sufficient precautions are taken to assure that the medication is consumed: a) in keeping with the student's physician's orders (for prescription medications) and/or manufacturer's specifications (for both prescription and over-the-counter medications) and, b) only by the involved student and, that c) the medication(s) is safeguarded so that it may not be consumed by others.

This policy applies to all students enrolled in schools operated by entities that are owned or operated by the Diocese of Rockford.

Prescription and/or over-the-counter medications shall not be administered unless the student and his/her parent or guardian has turned in a Medication Authorization Form.

The following requirements are established for students who take medications while attending school.

1. Duties of the parent or guardian of the child:

a. The parent/guardian of the child must notify the principal of the physician's orders and the nature of the prescription. The prescribed medication must be in its original container.

b. Where personnel of the school may be required to assist the student in administering the medication, the parent/guardian of the student shall be required to:

i. sign a form authorizing the administering of the medication and releasing the personnel and other appropriate entities from claims arising from the administration of the medication; and

ii. provide in advance appropriate instruction or training to the involved personnel (at the parent's/guardian's expense, if any) so that the medication may be properly administered.

c. When the child must have immediate access to the medication at all times, due to the nature of the child's condition, the parent or guardian is required to inform the principal of this fact.

2. Who is permitted to administer the medication to the child: 138 Individuals are permitted to assist the child in taking the medication provided the parent or guardian has signed a release form as described in Paragraph 1. b (i) above, and has provided appropriate training as described in Paragraph 1. b (ii) above.

3. Where the medication must be kept:

a. Unless otherwise required by the physician's orders, the medication must be left in the care of the principal and the student shall report to the office of the principal in keeping with the schedule established by the physician's orders.

b. When the child must have immediate access to a medication due to the nature of the student's medical condition, the medication must be maintained in the original container and must be stored in a location in the classroom/facility where it may not be accessed by individuals other than the involved student, except in

the case of a student's self-carry of an epi pen or asthma inhaler, which is discussed in Policy 5145.

4. How the medication shall be administered to the child: Prescription medications shall be taken only in keeping with the student's physician's orders. Over-the-counter medications shall be taken only in keeping with the instructions provided by the manufacturer of the medication.

5. A school principal may in his or her discretion decline to permit the consumption of medication on the premises where the principal determines that the procedures have not been met by the parent/guardian, the school/program lacks adequate safeguards and/or trained personnel, or for other appropriate reason.

The above policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

MONEY

Do not leave money in desks/classrooms. Any monies collected from the children should be kept in the office in a labeled envelope. When money is ready to be banked, it should be counted, categorized, totaled, and given to the secretary. Do not leave money in the Faculty Lounge mailboxes. It must always be locked up in the office. Do not pass around any envelopes for collections with money in them. Any transfer of money must be done staff member to staff member (never involving students) and locked up in the office at night. Please use the Diocesan Forms.

PARENTAL COOPERATION (DIOCESEAN)

As members of the community of Pope St. John Paul II Catholic Academy, we each have a moral and ethical obligation to foster and promote the Catholic values that our faith represents. The cooperation of parents is especially vital. While we recognize that issues may arise during the course of the school year that will be of concern to parents, the manner in which parents address their concerns through their personal conduct must be consistent with these values, whether at School and/or during any School-related function. The failure to meet these conduct expectations shall be addressed in accordance with this policy.

While many different types of conduct by parents are unacceptable under this policy, the following are examples of conduct that will not be tolerated:

1. Disrespect to any person at School or at a School-related function;
2. Raising of voices, foul language or name-calling directed at any staff members, teacher, child, coach, volunteer, other parents, administrator, religious or clergy member;

3. Any physical assault;
4. Any other activity considered by the School's administration to be threatening or disrespectful to another, disruptive to the School and/or inconsistent with the Catholic values that the School strives to uphold.

The above is a non-exhaustive list of conduct that violates this policy. The School reserves the right, in its discretion, to determine when a violation of this policy has occurred.

Any violation of this policy, as determined by School, may result in corrective action, up to and including exclusion from School events and/or expulsion of the parent's child(ren) from the School. Corrective action that may be taken may include, but is not limited to, verbal and/or written warning(s), meeting(s) with the involved parent and exclusion from School events and/or expulsion of the parent's child(ren) from the School.

A parent who violates this policy may be warned regarding the unacceptable behavior and the School will endeavor to provide warning to a parent prior to taking more severe action. However, depending upon the involved parent's record of conduct and/or the severity of the misconduct in question, parents are not guaranteed that advance warning will be given prior to being excluded from future School events and/or expulsion of the parent's child(ren) from the School. The presence of aggravating factors (including the presence of children during the conduct in question, the severity of the behavior, a pattern or record of unacceptable behavior, etc.) shall be considered.

The decision of the Principal or Assistant Principal regarding the application of this policy may be appealed to the Pastor. The decision of the Pastor is final.

The above policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

PARENT-TEACHER CONFERENCES

Formal conferences are usually held in November. The teachers/parent(s) should arrange to meet more frequently whenever necessary.

PLAYGROUND

There must be a certified teacher on duty at all recess times. The teacher on duty moves around and is aware of student behaviors. Students abide by these rules and guidelines:

- Take a break from working hard all morning
- Visit or play with friends who are dear to us
- Answer the call to generosity and include those who may feel/be left out
- Use only kind words, gestures and comments that are peace-building
- Make sure no one is hurt verbally or physically

- Stay in the appointed area and follow all directions given by the adult in charge
- Respect and share equipment
- Avoid puddles, mud, snow, etc.
- Finish all food and drink before going outside.
- Wear the jacket or sweater that you have on; do not take it off and throw it on the ground.
- Do not ask to reenter the building. (Once in a while there is an exception.)
- Obey the signal or bell that is used to line up at the end of recess

PRAYERS

Praying is one way of communicating with our God. In school, children should be given many opportunities to pray:

1. At the beginning of the school day
2. Before and after meals
3. During religion class
4. At the time of celebrating and sadness
5. Privately, i.e., at the prayer table, etc.
6. At the end of the day

Variety in the form of prayer is another aspect of classroom prayers. Prayers may be:

1. Formal (i.e., Hail Mary)
2. Informal – spontaneous
3. Song prayers
4. Silence – meditation

REASONABLE ACCOMMODATION (DIOCESEAN)

Consistent with the philosophy of the Catholic Education Office of the Diocese of Rockford and the requirements of the Americans with Disabilities Act and the Illinois Human Rights Act, Diocesan schools provide a “reasonable accommodation” to qualified individuals with disabilities who can otherwise perform the involved job’s essential functions.

When a qualified individual with a disability believes that he/she may be able to perform a job’s essential functions but cannot do so without reasonable accommodation, the individual should address such a request, preferably in writing, to the involved Assistant Principal/Head of School.

The above policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

REPORT CARDS

Report cards are prepared quarterly according to the timeline in the school calendar for grades K-8. PreK report cards go home two times a year. Mid-term report dates are also indicated on the school calendar. Report cards and midterms are available electronically at the end of the school day. Parents are expected to acknowledge receipt of student report cards by checking the appropriate box in School Speak.

An incomplete may be given in extenuating circumstances. An incomplete must be removed and changed to a letter grade within two weeks after the quarter has ended. Please inform the Assistant Principal if you are using an incomplete.

RESTROOM SCHEDULES

Preschool will take group bathroom breaks the whole school year.

Kindergarten should start with group bathroom breaks but move towards individual breaks half-way through the year.

Grades 1-3 should do individual breaks as often as possible to avoid conflict. If a group bathroom break must be done, please make sure no other classes are having one at the same time.

Only one student may use the bathroom at a time. All teachers must have a procedure for knowing who is in the bathroom.

A quiet atmosphere should prevail at all times in the halls even during restroom breaks. Teachers are asked to instruct the children concerning proper use of the restrooms. Teacher supervision is most critical; all teachers are asked to keep “an eye and ear” on supervision when passing these restrooms. If soap and towels are not available, please report this immediately to the office. Students in grades 4-8 must sign out to use the restroom during the school day. The sign-out sheet should accompany grades 6-8.

RETENTION

Parents must be advised in January if a student is being considered for retention. The decision to retain a student is made jointly by the teachers, Assistant Principals, and parents. The teachers will place a signed and dated memo in the student’s permanent record when retention is suggested and parents will not cooperate. This should be a last resort.

SCHOOL SPIRIT

School spirit should be encouraged at all times. It may be divided into three categories:

1. Courtesy—toward teachers, fellow students, and officials of school activities
2. Pride—in everything the school tries to do
3. Sportsmanship—the ability to win or lose gracefully

School spirit means loyalty to all functions of the school. A loyal student supports his/her school and tries his best to keep his school and activity standards at a high level.

SECURITY

If you have an emergency or need to contact the office, use the intercom to call the office. Call buttons are in each classroom.

SPECIALS

Teachers are expected to bring their class to all special classes at the scheduled times. It is very important that teachers arrive at your designated start and end times. This is a professional courtesy to your peers and conscientious to your students. All classes must be escorted to a special and picked up from a special. This rule must be followed for all specials and all classes no matter where they are located.

STUDENT DISCIPLINE (DIOCESEAN)

The school reserves the right to establish and enforce reasonable standards of behavior for all students involved in educational and recreational activities—whether during regular school hours, on school premises, in connection with school activities or otherwise. In the event of a violation of those standards, the school reserves the right to invoke appropriate disciplinary steps including, but not limited to the severity of the misconduct, the student's academic and behavior records, and other similar such criteria.

The following is a non-exhaustive list of infractions for which students may be disciplined up to and including expulsion:

- Violation of the school's policy on gang-related activities
- Violation of the school's policy on drugs and alcohol
- Violation of the school's policy on weapons
- Violation of the school's policy on tobacco and smoking materials
- Violation of the school's policy on vandalism
- Violation of the school's policy on disrespectful or disruptive behavior
- Violation of the school's rules and regulations

Any other conduct considered by the school contrary to the best interests of the school, the faculty and/or the school's mission.

The above policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

STUDENTS AFTER SCHOOL

School policy requires one day's notice to parents before a child can be kept after school. Parents assume responsibility for transportation if a child is detained. Teacher assumes responsibility for parent communication and child's safety.

SUBSTITUTE

Be sure to keep your policy book, current seating chart, substitute folder, etc., in your top desk drawer or in another easily located space for easy access for a substitute. Substitutes should have a copy of all emergency plans: fire exit, lockdown procedures, tornado plans for safety, class schedules, classroom procedures, etc. in the "Substitute Binder." Be sure that as a faculty member, you welcome the substitute, offer assistance, and include her on your way down to the faculty lunchroom. Teachers are responsible to secure substitutes when the need arises. Assistant Principals must approve all substitute situations and be informed immediately when a substitute is needed.

SUPERVISION OF STUDENTS

Teachers are to provide supervision of all children at all times. Supervision is both physical and mental. Do not leave students unsupervised at any time. If it is necessary to leave your room for any emergency, ask the teacher close by to watch your students, or call the office and someone will relieve you. At such times, be sure your students are instructed to remain seated in their desks. Do not put students in the halls or in the office (without first discussing with an Assistant Principal) for disciplinary reasons.

SUPERVISION AND EVALUATION OF TEACHERS

The Assistant Principal, during the course of the year, evaluates teachers. The Rockford Diocese requires the Assistant Principal to complete an evaluation on Evaluwise (formal and informal). This form becomes part of the teacher's personnel file. In addition, the Assistant Principal will work with teachers to promote growth. This will require goal setting and meetings to facilitate this process. Teachers will be held accountable for their professional development. If you are scheduled for a formal observation this will also include a pre and post-conference.

SUSPENSION

When a student is suspended from school there will be a conference with the parent(s) or guardian. The time period of suspension will not exceed five school days. The date of suspension and a summation of the parent conference will be kept on file.

Suspensions may be issued for:

- Possession, sale, use of or encouraging the use of controlled substances, alcohol, or tobacco
- Possession of knives, firearms, or explosives
- Serious misconduct

If such offenses occur, the Assistant Principal/Head of School will notify the parents, the Pastor, the school board, and/or the relevant legal authorities when the circumstances are deemed appropriate. After due and deliberate consultation among the parties listed above, a correct course of action will be decided upon which could include permanent dismissal from school.

SUPPLIES

Teachers may get supplies from the general supply room. Children are not to get supplies for the teachers. Other supplies for the teachers are requested from the Head of School by making a written request. If a teacher is aware that a supply of a specific item is running low, he/she lets the office know.

TELEPHONE

The school telephone is for business/professional calls. Students may not be given permission to call home for forgotten materials (texts, notebooks, homework, etc.).

Teachers will notify family/spouse to contact the school office in an emergency.

TOBACCO AND SMOKING MATERIALS

The use or possession of tobacco or smoking materials (including matches and lighters) will not be tolerated within the learning environment. Students bringing any of these materials to school will receive a one-day out of school suspension for the first offense; a five-day out of school suspension for the second offense, and will be expelled for the third offense.

TORNADO

At the sound of a tornado alert, the students walk to the assigned areas in the hall or closet. They take shelter by kneeling down; by sitting back on their heels, putting their heads on their legs, and covering their head and neck with their hands and arms. The

children remain in this position until the signal is given to returning to their classrooms. Exit signs for tornado drills are always to be posted on the wall closest to the exit.

VIDEO/DVD

Teachers select videos or dvd's that are applicable to their curriculum and have an educational purpose. Any video shown must be first previewed by the teacher. Any video rated higher than "G" must be pre-approved by the Assistant Principal (and in certain cases may require parental permission as well). "R"-rated movies are never allowed.

VOLUNTEERS

Teachers are encouraged to use volunteers whenever appropriate. Teachers can arrange for aides in the best interest of their schedules and their students. Teachers advise the aides regarding professional information about students, colleagues, etc. is treated with respect and kept confidential. Any volunteer must be pre-approved by the office and have all their paperwork on file including Protecting God's Children, Background Check and signed Diocesan forms.

WEAPONS (DIOCESEAN)

It is a violation of the school's policies for a student to possess a weapon on school premises or at any time in connection with school-related activities. Included within the prohibitions of this policy are the possession, sale, distribution, manufacture, receipt, seeking the sale or trade or use of any firearms, knives, martial arts devices, or other objects which, in the school's discretion, may reasonably be considered a weapon.

Violations of this policy may result, at the administrator's discretion, in disciplinary action up to and including expulsion from the school.

The above policy is from the Catholic Education Office Handbook of Policies and Procedures & Administrative Guide, Diocese of Rockford, Updated 3/6/2020.

UNIFORM

The school uniform is a symbol of the student's pride in him/herself and the school. The complete uniform policy can be found in the Parent and Student Handbook and on School Speak. Teachers should ensure that all their students are complying with the uniform policy daily. This includes jewelry, nail polish, make-up, hair, and hoodies. It is the teacher's job to catch uniform violations and issue a warning/violation. The Assistant Principals will follow-up with issues the teachers miss.

Spiritwear is not allowed during a regular uniform day.

Pope Saint John Paul II Catholic Academy School and the administration retain the right to amend this handbook for just cause. Parents and teachers will be given prompt notification if such changes are warranted and made.

By virtue of employment at Pope St. John Paul II Catholic Academy, teachers and staff are required to abide by the policies, rules, and regulations as delineated in this handbook as well as all Diocesan policies and procedures. It is, therefore, expected that teachers and staff familiarize themselves with the content of this handbook.